ANNUAL REPORT ON TRAINING PROGRAMS FOR YEAR2021-2022

ERP TRAINING FOR TEACHING STAFF Report

Title: Empower Your Skills with ERP Training

Category: Teaching Staff Development Program

Date: 22-10-2021 (1 day)

No. of Resource Persons: 4

No. of Participants: 23
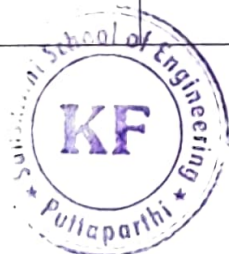
Organizers: Department of HAS

Resource Persons: Dr. Bala Koteswari, Mr. Rakesh, Mr. Mahendra, Dr. Sambasiva

Mode: Offline

Introduction:

The ERP Training Program for Teaching Staff at Sanskrithi School of Engineering was designed to empower staff members with the knowledge and skills required to effectively utilize Enterprise Resource Planning (ERP) systems in their day-to-day tasks. The program aimed to streamline administrative processes, enhance productivity, and foster professional growth in an ever-evolving technological landscape.

Date	Time	Name of the resource person and affiliation	Topic
22-10-2021	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskrithi School of Engineering	Introduction about training
22-10-2021	10:30 AM – 12:00 PM	Mr. Rakesh Dept. of ECE Sanskrithi School of Engineering	ERP login page
	12:00 PM - 12:30 PM		ERP modules explanation
22-10-2021	2:00 PM – 4:00 PM	Mr. Mahendra Dept. of CSE Sanskrithi School of Engineering	ERP Finance modules explanation
22-10-2021	4:00 PM – 4:15 PM	Dr.SambaSiva, Dept. of H&S Sanskrithi School of Engineering	Valedictory

Principal

Sanskrithi School of Engineering

Beedupalli Road, Prasanthingram

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Training Objectives:

- Introduce staff members to the concept of ERP and its benefits in the education sector.
- Familiarize participants with different ERP modules relevant to their respective roles.
- Provide hands-on training to develop practical skills in navigating and utilizing ERP software.
- Enable customization and configuration of ERP systems to meet college-specific requirements.
- Educate participants on data security and privacy aspects within an ERP system.
- Explore integration techniques with existing systems used in the college.
- Equip participants with troubleshooting skills and knowledge on seeking support when working with ERP systems.
- Facilitate interactive discussions through case studies and real-world examples.

Training Methodology:
The ERP Training Program utilized a combination of theoretical and practical approaches to ensure effective learning. Participants engaged in interactive discussions, hands-on exercises, and real-world case studies to apply the concepts learned during the sessions. The training materials included presentations, user guides, and reference materials to support the learning process.

Training Modules:
- Introduction to ERP
- ERP Modules and Functionality
- Hands-on Training with ERP Software
- Customization and Configuration of ERP Systems
- Data Security and Privacy in ERP
- Integration with Existing Systems
- Troubleshooting and Support
- Case Studies and Real-world Examples

Training Outcomes:

- Enhanced Knowledge: Participants gained a comprehensive understanding of ERP systems and their relevance to the education sector.
- Practical Skills: Participants acquired hands-on experience in utilizing ERP software, generating reports, and managing data effectively.
- Customization and Configuration: Participants developed the ability to customize ERP modules and workflows to suit college-specific requirements.
- Data Security and Privacy Awareness: Participants learned best practices for maintaining data security and privacy within an ERP system.
- Integration Expertise: Participants explored integration techniques between ERP systems and existing college systems, promoting seamless information flow.
- Troubleshooting Proficiency: Participants acquired troubleshooting skills to address

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DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING
### (Power Packed People)
One Week Online Short-Term Course
Artificial Intelligence
24-05-2021 to 28-05-2021

EVENT DESCRIPTION:

The Department of EEE was organized One week online short term courseon **"Artificial Intelligence"** on24-05-2021 to 28-05-2021, in our Sanskrithi School of Engineering, Puttaparthi. Prof. Dr. A.Senthil Kumar, Principal, and**Mr.Shantha Babu Pandian**,Manager-Projects,Cognizant Technology from Chennai acted as a Resource Person. Department of EEE Staff and Students of various institution participants are participated in the Inaugural Function.
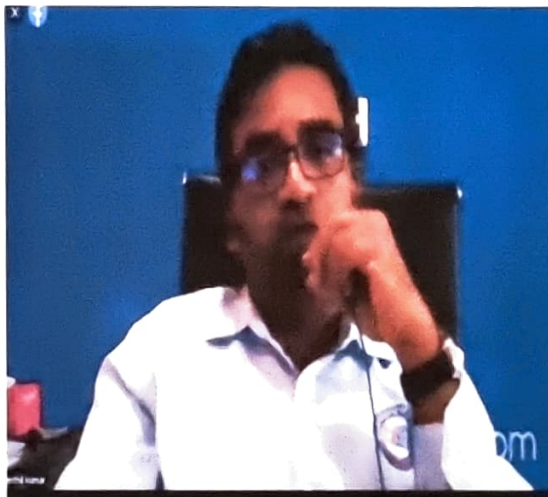
Ms.N.Pranavi Asst.Prof / ECE thanked to Resource person and Mr.B.Vijayabhasker Reddy, Chairman, SGI, for their great support towards the successful completion of webinar, also she thanked the HOD's of EEE & ECE and System admins for their support and coordination towards webinar and also she conveyed heartfelt thanks to all the External & Internal participants from various institutions.

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Department of Electrical and Electronics Engineering

CIRCULAR

13-06-2021

SSE/EEE/21/11

Dear Students!

Sub: **One Week Short Term Program on CCNA.**

We are glad to inform, that we have arranged **One Week Short Term Program on CCNA,** on 14.06.2021 **to 17-06-2021** for all EEE students.

Note: **All Students should come in formal dress code,** and carry notebook.

HOD

Copy to: HOD's/ Principal, To be read in all classes

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CISCO
CERTIFIED NETWORK ASSOCIATE

**Department of Electrical and Electronics Engineering**
4 Days Online Short Term Course
CCNA : Basics Switching and Routing
14-06-2021 to 17-06-2021
EVENT DESCRIPTION:

The Department of EEE was organized Four Days online short term course on **"CCNA: Basics Switching and routing"** on 14-06-2021 to 17-06-2021in our Sanskrithi School of Engineering, Puttaparthi. Prof. Dr. A.Senthil Kumar, Principal, Resource Person Mr. N. Pavan Kumar, HOD/EEE Department of EEE Staff and Students of various institution participants are participated in the Inaugural Function.
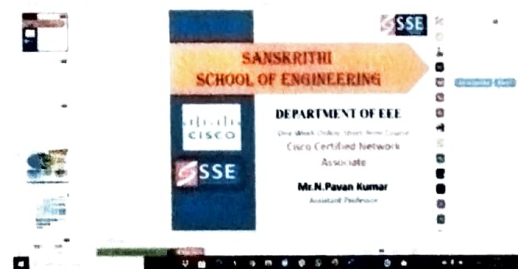
The Resource person started the webinar session. He was discussed and explained the about CCNA accessories and how to work & configure related to new technologies were also explained by Resource Person

HOD

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DATE: 10/06/2021

CIRCULAR

This is to inform all Mechanical engineering students of II, III and IV year that there will be a faculty development program (FDP) from 14/08/2021 to 18/06/2021 from 4:00 pm to 5:30 pm (everyday). In this regard i request all of you to register through the link that will be provided at the appropriate time to participate and get the benefit of knowledge sharing session.

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## Report on FDP conducted from 14/06/2021 to 18/06/2021

A faculty development programme was organised from 14/06/2021 18/06/2021 on the topic
"**Recent advances in CAE**" which was wide open to faculty across the nation. There were
total of 120 registrations for the programme. In the programme recent advancements in
modelling, simulation and analysis using different software tools were discussed by the
resource person Mr.Vivek , Business Development Manger, Hexagon MSC Software,
Bangalore. He was assisted by Karan Manoj, Dr. Harish Lambadi, Karthik Bhushan and
Santhosh Nagaraju

Schedule was given as follows

Sl No	Date	Topic	Resource person
1	14/06/2021	Structural Simulation and application of AI/ML methods	Vivek
2	15/06/2021	Simulation of Additive Manufacturing and other Manufacturing Processes	Karan Manoj
3	16/06/2021	CFD Simulation and Co-Simulation with other Domains	Dr Harish Lambadi
4	17/06/2021	Multiscale Material Modeling Technology	Karthik Bhushan
5	18/06/2021	System Dynamics Modelling and Simulation	Santhosh Nagaraju

14/06/2021   Structural Simulation and application of AI/ML methods
Number of participants : 96
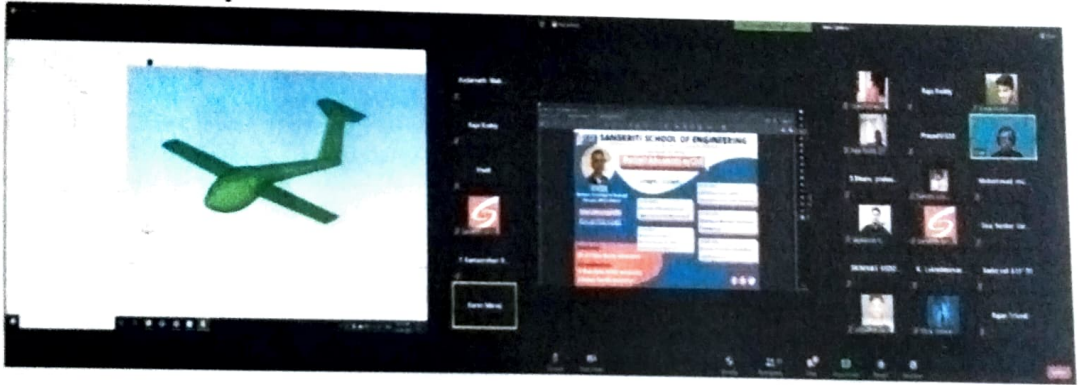
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Teaching staff Training Program academic year 2020-2021

Title: Empower Your Skills with ERP Training

Category: Non-teaching Staff Development Program

Date: 15th August 2021 (1 day)
No. of Resource Persons: 1
No. of Participants: 20
Organizers: Department of HAS

Resource Person: S Rakesh

Mode: Offline

Schedule:

Date	Time	Name of the resource person and affiliation	Topic
27.01.2018	10:00 AM	DR. BALA KOTESWARI, Dean, Sanskrithi School of Engineering	Introduction about training
	10:30 AM – 12:00 Noon	Mr.S.Hari krishnan	ERP login page
	12:00 Noon to 12:30 Noon		ERP modules explanation
	2:00 PM – 4:00 PM	Mr.S.Hari Krishnan	ERP finance module explanation
	4:00 PM – 4:15 PM	Dr.SambaSiva, Dept. of H&S Sanskrithi School of Engineering	Valedictory

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Training Objectives:

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- Familiarize participants with different ERP modules relevant to their respective roles.
- Provide hands-on training to develop practical skills in navigating and utilizing ERP software.
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existing college systems, promoting seamless information flow.

- **Troubleshooting Proficiency:** Participants acquired troubleshooting skills to address common issues that may arise when working with ERP systems.
- **Real-world Insights:** Interactive discussions and case studies provided participants with practical insights into the implementation and utilization of ERP systems in educational institutions.

Conclusion:

The ERP Training Program for Non-Teaching Staff at Sanskrithi School of Engineering successfully equipped participants with the necessary knowledge and skills to leverage ERP systems effectively. The program not only enhanced their efficiency and productivity but also prepared them for career advancement within the college or other educational institutions. By embracing technology and staying ahead of the curve, participants are now better equipped to contribute to the growth and success of the college.

We extend our gratitude to all participants for their active engagement and commitment to learning throughout the training program. We also acknowledge the trainers for their expertise and dedication in delivering a comprehensive and valuable training experience.

We remain committed to providing continuous professional development opportunities to our staff, ensuring they remain at the forefront of educational advancements.

S Rakesh
Assistant Professor
Sanskrithi School of Engineering,Puttaparthi

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Annual Report on Training Programs for year2017-2018

Title: Develop Self-Management, Interpersonal & Managerial Skills, and Enhance the Administrative Capabilities for teaching staff

Category: Teaching Staff Development Program

Date: 12.08. 2017 (One day)
No. of Resource Persons: 4
No. of Participants: 21
Organizers: Department of HAS

Resource Persons: Dr. Senthil Kumar, Mr. Pavan Kumar
Mode: Offline

Introduction

Teaching staff play a crucial role in providing quality education to students. In addition to their subject knowledge, it is essential for educators to possess self-management, interpersonal, and managerial skills, as well as administrative capabilities. This report outlines a comprehensive training program aimed at developing these skills among teaching staff to enhance their effectiveness in the classroom and administrative tasks.

Date	Time	Name of the resource person and affiliation	Topic
12.08. 2017	10:00 AM	Dr. Senthil Kumar, Principal Sanskrithi School of Engineering	Introduction about training
12.08. 2017	10:30 AM – 12:00 Noon	Dr. Senthil Kumar, Principal Sanskrithi School of Engineering	Self-Management Skills
	12:00 Noon to 12:30 Noon		Interpersonal Skills
12.08. 2017	2:00 PM – 4:00 PM	Mr. Pavan Kumar Dept. of EEE Sanskrithi School of Engineering	Develop self-management skills, including time management, organization, and stress management

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Objectives of the Training Program

- Develop self-management skills, including time management, organization, and stress management.
- Enhance interpersonal skills, such as communication, active listening, empathy, and emotional intelligence.
- Build managerial skills, focusing on classroom management, instructional leadership, and teamwork.
- Improve administrative capabilities, including data management, curriculum development, and professional growth.

Training Modules

Module 1: Self-Management Skills
- Time management techniques for prioritizing tasks, setting goals, and optimizing productivity.
- Organization strategies to maintain an efficient classroom environment and manage resources effectively.
- Stress management techniques to reduce burnout and promote overall well-being.

Module 2: Interpersonal Skills
- Effective communication skills, both verbal and non-verbal, to enhance student engagement and build positive relationships.
- Active listening techniques to understand students' concerns, feedback, and foster a supportive learning environment.
- Developing empathy and emotional intelligence to cater to diverse student needs and create an inclusive classroom culture.

Module 3: Managerial Skills
- Classroom management strategies to establish discipline, engagement, and a positive learning atmosphere.
- Instructional leadership techniques to promote effective teaching methods, differentiated instruction, and assessments.
- Teamwork and collaboration skills to work with colleagues, administrators, and parents for shared responsibilities and continuous improvement.

Module 4: Administrative Capabilities
- Data management practices, including student records, attendance, and academic data using digital tools or administrative systems.
- Curriculum development methodologies aligned with educational standards, promoting innovative teaching practices.
- Professional development opportunities to access workshops, seminars, and online resources for ongoing growth.

Training Delivery Methods

- Workshops: Interactive sessions conducted by experts, providing theoretical knowledge and practical strategies.
- Hands-on Activities: Engaging exercises to apply the learned skills in simulated classroom scenarios.

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- Group Discussions: Facilitating peer learning and knowledge sharing among participants.
- Case Studies: Analyzing real-life situations to develop problem-solving and decision-making skills.
- Reflection and Feedback: Encouraging self-reflection and providing constructive feedback to foster continuous improvement.

- Pre and post-training assessments to measure the participants' skill growth.
- Observations and feedback from trainers and peers during training sessions.
- Post-training surveys to gather participants' perceptions of the training program's effectiveness.
- Collaborate with relevant stakeholders to determine the training schedule and allocate necessary resources.
- Develop training materials, including presentations, handouts, and reference guides.
- Conduct the training program in multiple sessions to accommodate teaching staff's availability.
- Monitor and track participants' progress throughout the training program.
- Provide follow-up support and resources to ensure the integration of newly acquired skills into daily teaching practices.

Conclusion

A comprehensive training program that focuses on developing self-management, interpersonal, managerial skills, and enhancing administrative capabilities is vital for empowering teaching staff to excel in their roles. By investing in such training initiatives, educational institutions can foster a positive learning environment, improve teaching effectiveness, and enhance overall educational outcomes for students.

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Annual Report on Training Programs for year 2017-2018

Title:Soft Skills for Professional Effectiveness Training for Non-Teaching Roles: A Report

Category: Non-teaching Staff

Date: 27th January 2018(1 day)
No. of Resource Persons: 1
No. of Participants: 20
Organizers: Department of HAS

Resource Person: D Nagamani

Mode: Offline

Time	Name of the resource person and affiliation	Topic
10:00 AM	DR. BALA KOTESWARI, Dean, Sanskrithi School of Engineering	Introduction about training
10:30 AM – 12:00 Noon	Dr.Senthil Kumar	Soft skills
12:00 Noon to 12:30 Noon		Interaction with the resource person
2:00 PM – 4:00 PM	Dr.Senthil Kumar	Verbal/non-verbal communication, email writing, Interaction with the Resource Person
4:00 PM – 4:15 PM	Dr.Manian, Dept. of H&S Sanskrithi School of Engineering	Valedictory

Introduction:

The purpose of this report is to emphasize the importance of soft skills for non-teaching roles in educational institutions and to provide recommendations on implementing training programs to enhance these skills. Soft skills, also known as interpersonal skills or people skills, are essential for

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success in professional settings. This report aims to highlight the significance of soft skills and suggest practical steps for developing and strengthening them among non-teaching staff.

Importance of Soft Skills in Non-Teaching Roles Non-teaching positions in educational institutions require more than just technical expertise. These roles often involve interacting with students, parents, colleagues, and other stakeholders. Soft skills are crucial for building positive relationships, effective communication, collaboration, and problem-solving. Developing these skills can lead to improved teamwork, increased productivity, and enhanced overall professional effectiveness.

Key Soft Skills for Non-Teaching Roles

- Communication Skills: Clear and effective communication is vital in non-teaching roles. This includes both verbal and written communication, active listening, and the ability to convey information in a concise and understandable manner. Strong communication skills facilitate collaboration, build trust, and prevent misunderstandings.
- Emotional Intelligence: Non-teaching staff need to be aware of their emotions and possess the ability to understand and manage the emotions of others. Emotional intelligence involves empathy, self-awareness, social awareness, and the ability to handle conflicts and challenging situations with sensitivity.
- Teamwork and Collaboration: Non-teaching roles often require working collaboratively with colleagues from different departments. Strong teamwork skills involve active participation, effective cooperation, and the ability to contribute to a positive and inclusive work environment.
- Adaptability and Flexibility: Educational institutions are dynamic environments that require individuals to adapt to changing circumstances. Non-teaching staff should be open to new ideas, willing to learn and grow, and able to handle unexpected challenges with resilience and flexibility.
- Problem-Solving and Critical Thinking: Non-teaching roles often involve addressing complex issues and finding innovative solutions. Developing problem-solving and critical thinking skills enables staff to analyze situations, identify root causes, and generate effective solutions.

Strategies for Soft Skills Training

- Training Workshops and Seminars: Educational institutions can organize workshops and seminars specifically focused on developing soft skills for non-teaching staff. These training sessions can cover topics such as communication, emotional intelligence, teamwork, adaptability, and problem-solving. Practical exercises, role-playing, and case studies can be incorporated to enhance learning.
- Coaching and Mentoring: Assigning mentors or coaches to non-teaching staff can provide personalized guidance and support in developing soft skills. Mentors can offer constructive feedback, help individuals identify areas for improvement, and provide ongoing support and encouragement.
- Role-Playing and Simulations: Incorporating role-playing exercises and simulations in training programs allows non-teaching staff to practice applying soft skills in realistic scenarios. This hands-on approach enables participants to refine their skills, receive feedback, and build confidence in their abilities.
- Self-Assessment and Reflection: Encouraging non-teaching staff to engage in self-assessment and reflection can foster personal growth and awareness of their soft-skill development. Self-reflection exercises, journals, or peer feedback sessions can be utilized to promote continuous learning and improvement.
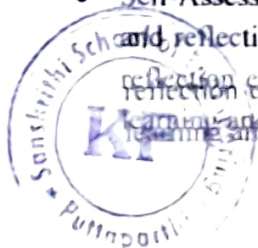
Evaluation and Feedback

Regular evaluation and feedback mechanisms should be established to assess the effectiveness of soft skills training initiatives. This can involve surveys, feedback sessions, or performance evaluations to gather insights from non-teaching staff regarding their skill development progress. Feedback from participants can inform adjustments and improvements to the training programs.

Conclusion

Developing soft skills is essential for non-teaching roles in educational institutions. By focusing on communication, emotional intelligence, teamwork, adaptability, and problem-solving, non-teaching staff can enhance their professional effectiveness and contribute to the success of the organization. Implementing training strategies such as workshops, coaching, role-playing, and self-assessment can support the growth and development